

# Overtime Time Sheet

**Please Check the following**

<input type="checkbox"/> NAPE	<input type="checkbox"/> 12 month	<input type="checkbox"/> Labrador
<input type="checkbox"/> CUPE	<input type="checkbox"/> 10 Month	<input type="checkbox"/> Western
<input type="checkbox"/> NUNM	<input type="checkbox"/> Casual	<input type="checkbox"/> Central
		<input type="checkbox"/> Eastern

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Position \_\_\_\_\_

Pay Period Ending Date \_\_\_\_\_

Work location/ school \_\_\_\_\_

Regular Shift Worked \_\_\_\_\_

**Shift/Weekend Differential Hours:**  
Please indicate the hours worked between 4:00 PM and 8:00 AM

Please indicate your regular shift worked:  
ie 8:30 am - 4:30 pm or 11:00 am to 7:00 pm

Week #	Date	Time		Overtime 1.5	Overtime 2.0	Shift/Wkd Diff	Bank OT Y or N	Overtime pre-approved by	Account Code	School / Location	Justification for Overtime
		From	To								
Week # 1	Thursday										
	Friday										
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
Week # 2	Thursday										
	Friday										
	Saturday										
	Sunday										
	Monday										
	Tuesday										
	Wednesday										

**Total Hours** \_\_\_\_\_

Manager Approval: \_\_\_\_\_  
Print Name Signature

Employee Signature: \_\_\_\_\_  
Print Name Signature

Director Approval: \_\_\_\_\_  
Print Name Signature

**Please note incomplete overtime time sheets will not be processed.**